

ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Monday, June 27, 2016

2:00 – 4:00pm

Wilkins Board Room, 72 E. Concord Street - 1st floor, Med Campus

Attendees: Diane Baldwin, Cynthia Bradford, Jean Daley, Gillian Emmons, Susan Foster, Andrew Freed, Kevin Gonzales, Michael Gooley, Gretchen Hartigan, Aline Hillman, Marla Krauss, Suzette Levenson, Renna Lilly, Jen Marron, Kate Petcosky, Suzanne Rocha, Erin Ryan, Marianne Taylor, Gloria Waters

MINUTES

Agenda Item: Announcements and Updates - all

OSP Staffing updates - Still seeking Sr. Research Administrators and a Director of Operations, Analytics & Systems.

OSP Pilot program created to see if aging of award actions can be reduced by having a dedicated staff member whose primary responsibility is awards. Pilot will run for 6 weeks and OSP will report back out.

July 5th NIH deadline coming up – please touch base with faculty and send notice of potential submissions to your OSP RA.

RA Forum scheduled for July 12th in the Hiebert Lounge on the Med Campus – please publicize/encourage others to attend!

PAFO Staffing Updates – Still seeking one Research Administrator

PAFO - Important dates to remember:

Journal Entries / JV Uploads (Department Level)	Wednesday, July 6th
Journal Entries / JV Uploads (Central Level - PAFO)	Thursday, July 7th (NOON!)

Reminder from Gillian Emmons – Streamlined process to pay consultants on research projects: <http://www.bu.edu/ap/resources/research-related-payments/>

Agenda Item: Post Doc policy and Non-Academic Research Job Family Task Force – Overview and Q & A

New policy for postdocs – effective July 1, 2016

- establishes health coverage for non-employee postdocs
- a required minimum postdoc salary to be set annually, determination set to match NIH postdoctoral stipend limit:
 - As of July 1, 2016 = \$43,692
 - As of December 1, 2016 = \$47,500

- five-year term limit for postdoctoral appointments, then transition to another job family (promote career trajectory)

Applies to all postdocs – existing and new – if they currently make less than the minimum their salary must be raised to comply with the policy.

Academic Research Job Family (ARJF) task force-

- Simplify job families: descriptions/qualifications; appointment process, compensation, eligibility for sick/vacation time, performance management
- Distinguishes non-faculty from faculty, 4 categories:
 - Researcher
 - Postdoctoral Scholar
 - Academic Research Scholar
 - Senior Academic Research Scholar

Agenda Item: Subawards - Overview, Process and Metrics

Guest speaker: Sharon Ciccarelli, Manager of Subcontracting and Award Set-Up, Office of Sponsored Programs

Process Overview

Factors that cause delays:

- PI response/concurrence
- Subrecipient Prequalifying Questionnaire (SPQ)
- SAM Registration – required for all entities whom BU is subcontracting to
- Subrecipient institution - response time

Managing & Measuring sub actions:

- daily report of open sub actions
- detailed metrics produced to track status, aging, turnaround time

ACRA members agreed, overall improvement has been felt at Dept. level.

Agenda Item: DRAFT Revised PSF – need your feedback

- Planned implementation is 9/1 – aligned with new proposal submission policy
- Requiring electronic completion and strongly encouraging electronic signatures
- Comments/Feedback provided will be taken into consideration and a second draft will be released for review shortly.
- Some departments might be called on for a test run using new PSF before community roll-out.

Agenda Item: Cost Sharing – updated information, discussion – Renna Lilly and Gretchen Hartigan
Handout (draft) – uploaded onto ACRA Member Resources page

Cost Sharing types defined:

1. Voluntary Uncommitted

2. Voluntary Committed
3. Mandatory
4. Third Party

Clarification of In-kind/Matching terminology

Matrix provided to outline types of cost share and examples. Includes defining criteria if a cost share approval form is required, and if PAFO will set up a cost share account.

Agenda Item: Training

Brainstorming Session (prioritize potential subject areas and types of training)

- Agenda item placed on hold. Will be visited at the July meeting.

Regular ACRA Meetings:

ACRA will meet in July (7/25/16) with a focus on training, but August meeting will be cancelled.

Email any priority items or comments for July meeting to acra@bu.edu

If interested in hosting, please email Suzanne Rocha (rochas@bu.edu) so we can assign a date. We ideally need:

- A room with a table that can hold 25
- Audiovisual capability
- A room that allows food
- 2 hour availability
- White board space (optional)